



NUTRITION MODEL POLICY

SAMPLE POLICY LANGUAGE:

[NAME OF FACILITY/ORGANIZATION]

POLICY ON NUTRITION GUIDELINES FOR MEETINGS, TRAININGS AND CONFERENCES

Date of approval: _____

Effective date: _____

Approved by: _____

Supersedes: Policy # _____

Purpose

[NAME OF FACILITY/ORGANIZATION]_____ encourages programs, divisions and facilities within [NAME OF FACILITY/ORGANIZATION]_____ to follow healthy nutrition standards for food and beverages provided at [NAME OF FACILITY/ORGANIZATION]_____ meetings, trainings and/or conferences. [NAME OF FACILITY/ORGANIZATION]_____ recognizes the importance of providing healthful food and beverages to employees and Montanans who are impacted by [NAME OF FACILITY/ORGANIZATION]_____ services and programs.

Policy

Whenever feasible, use of healthy food and beverages is encouraged through programs and functions within [NAME OF FACILITY/ORGANIZATION]_____ jurisdiction. [NAME OF FACILITY/ORGANIZATION]_____ facilities and programs should adhere to these nutrition guidelines for food and beverages provided at [NAME OF FACILITY/ORGANIZATION]_____ meetings, trainings/conferences, and [NAME OF FACILITY/ORGANIZATION]_____ sponsored events.

*Current recommendations for sodium, fat, trans-fats and sugar** (reference the source at bottom).*

For a phased-in implementation, the higher priority items would be implemented first.

Higher Priority

- Offer reduced-fat and nutrient dense foods such as fruit, vegetables, whole grains, low-fat or nonfat dairy and lean protein.
- For any meetings, trainings or conferences when food is served for a meal or snack, include fruit or vegetables.
- When food labels are available from caterers or meeting facilities, request and offer foods with < 200 milligrams of sodium for a non-entrée (soup, salad, appetizers, break food, desserts, etc.) or < 480 milligrams for an entrée (main course). * If serving crackers, soups or canned vegetables, request and offer reduced-sodium options.

- For entrees and side dishes served at trainings or conferences, choose baked, grilled and broiled options (without heavy cream or cheese sauces) instead of fried or breaded.
- Use reduced-fat versions of condiments (e.g., salad dressings, mayonnaise, cream cheese, sour cream, dips). Offer condiments on the side.
- For beverage options, serve 100% fruit juice, skim milk or water. If serving iced tea or coffee, also include juice or water as an option.
- For mid-afternoon meetings, consider serving only beverages.

Medium Priority

- Offer foods with 0 grams trans-fat per serving.
- Reduce the portion size of higher calorie foods (e.g., offer mini-, halved or quartered muffins, bagels or cookies). Instead of croissants and danishes, serve reduced-fat muffins or bagels (halved or quartered) with reduced-fat cream cheese (on the side). Offer whole wheat bagels, if available.
- For those on carbohydrate-restricted diets, consider also offering a lean protein source such as low-fat yogurt, reduced-fat peanut butter or lean meat during breaks or meals.
- Include a vegetarian option for meals.

*Institute of Medicine (IOM) sodium recommendation

*Department of Health and Human Services/GSA Healthy and Sustainable Food Guidelines

**New York City Standards for Food Vending Machines

NUTRITION STANDARDS FOR SNACK BARS AND CAFETERIAS UNDER

[NAME OF FACILITY/ORGANIZATION]_____ CONTRACT

Date of approval: _____

Effective date: _____

Approved by: _____

Supersedes: Policy # _____

Purpose

[NAME OF FACILITY/ORGANIZATION]_____ recognizes the importance of providing healthy food and beverages to employees. [NAME OF FACILITY/ORGANIZATION]_____ will require snack bars and cafeterias under contract with [NAME OF FACILITY/ORGANIZATION]_____ to meet the following nutrition standards.

Policy

When contracts for snack bars and cafeteria under the jurisdiction of the [NAME OF FACILITY/ORGANIZATION]_____ are adopted or renewed, the contract language should incorporate these nutrition standards to promote healthy food options for employees:

- All juices should be 100% fruit juice.
- No trans-fat (0 grams per serving).
- When food labels are available for a product, offer < 200 milligrams of sodium for a non-entrée (e.g., soup, salad, desserts, etc.) or < 480 milligrams for an entrée (main course).
- Offer whole grains and a fruit or vegetable with each entrée.
- Offer reduced-fat or fat-free dressings and condiments.
- Include water in the beverage options.

NUTRITION STANDARDS FOR VENDING MACHINES LOCATED IN [NAME OF FACILITY/ORGANIZATION]_____BUILDINGS

Date of approval: _____

Effective date: _____

Approved by: _____

Supersedes: Policy # _____

Purpose

[NAME OF FACILITY/ORGANIZATION]_____ recognizes the adverse impact to health of regular and diet soft drinks and snacks with high sugar, fat and sodium content. [NAME OF FACILITY/ORGANIZATION]_____ supports providing healthy food and beverages to employees. [NAME OF FACILITY/ORGANIZATION]_____ will require that a certain percentage of vending machine offerings meet the following nutrition guidelines when the vending machines are located in [NAME OF FACILITY/ORGANIZATION]_____ buildings.

Policy

At least 40% of the contents of vending machines under the purview of [NAME OF FACILITY/ORGANIZATION]_____ will meet the following nutrition standards:

- Less than or equal to 200 calories per serving (except for nuts and seeds without added fats, oils, or caloric sweeteners)
- No trans-fat (0 grams per serving)
- Total fat: no more than 7 grams; saturated fat no more than 2 grams (nuts, seeds, butters, cheese, combination products of dried fruit and nuts are exempt)
- Less than 230 milligrams sodium per serving

This percentage may increase over time in an effort to replace offerings with more nutritious selections.

CHOOSE . . .

INSTEAD OF . . .

For Beverages

bottled water (plain spring water or

flavored carbonated with no sugar), coffees or tea,

100% fruit or vegetable juices

soda pop or fruit flavored drinks

1% or skim milk

whole or 2% milk

For Breakfasts

fresh fruits, dried fruits, unsweetened juices

sweetened canned fruits and juices

low-fat yogurt

regular yogurt

small bagels – 3-1/2" or smaller or

regular full-sized bagels

bagel cut in half, whole wheat bagels if available

small or mini muffins – 2-1/2" or smaller

regular or large muffins

low-fat granola bars

croissants, doughnuts, sweet rolls, pastries

toppings of light margarine, low-fat cream cheese, natural peanut butter

regular butter, cream cheese, peanut butter (processed and sweetened)

unsweetened, whole grain cereals

sweetened cereals

whole grain waffles and french toast

waffles or french toast made from white flour

For Lunches or Dinners

salads with dressings on the side

salads with added dressing

low-fat or fat-free salad dressings

regular salad dressings

soups made with vegetable puree or skim milk, or low-sodium broth when available

soups made with cream or half-and-half, regular high-sodium broth

pasta salads with low-fat dressing or reduced fat

pasta salads made with mayonnaise or

mayonnaise

cream dressing

sandwiches on whole grain breads	sandwiches on croissants or white bread
low-sodium lean meats, poultry, fish, tofu (3 g fat/oz)	high-fat and fried meats, bacon, poultry with skin, high-sodium cold cuts, oil-packed fish
baked potatoes with low-fat or vegetable toppings	baked potatoes with butter, sour cream, and bacon bits
wraps made with whole wheat or corn tortillas	wraps made with regular flour tortillas
fresh, frozen or steamed vegetables, and if available, low-sodium canned vegetables	cooked vegetables in cream sauce or butter, or high-sodium canned vegetables
margarine without trans-fatty acids	butter
lower fat and lower calorie desserts: fresh fruit, low-fat ice cream, low-fat frozen yogurt, sherbet, sorbet, angel food cake with fruit topping; reduced portion size of dessert	higher fat and higher calorie desserts: ice cream, cheese cake, pies, cream puffs, large slices of cake
grilled or broiled chicken brochettes without skin	fried chicken, chicken with skin
For Breaks/Snacks	
fresh vegetables	tempura or deep fat fried vegetables
fresh fruits	chips or cookies
dips made of lower sodium salsa, low-fat cottage cheese, hummus, low-fat salad dressings and low-fat yogurt	dips made from regular mayonnaise, sour cream, cream cheese, cheese sauce, and regular yogurt
low-fat granola bar	cookies, cake
whole grain low-sodium crackers (5 g fat or less/serving)	regular crackers
lower sodium, low-fat, “lite” popcorn (5 g fat or less/serving)	regular popcorn or buttered popcorn
low-sodium, low-fat baked chips, pretzels	regular chips, pretzels
low-fat yogurt parfait (topped with fruit, side of low-fat granola, if desired)	ice cream, cookies, cake, other dessert items

**Adapted from University of Minnesota School of Public Health; Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events*

WORK SPECIFIC:

Based on the needs of your facility/organization, here are some resources that can be added to the policy language offered above:

- Full implementation plans for your nutrition policies.
 - http://www.gsa.gov/graphics/pbs/Guidelines_for_Federal_Concessions_and_Vending_Operations.pdf
 - <http://www.health.state.mn.us/healthreform/ship/implementation/worksite/apprps4toolkit.pdf>
- Definitions for words that can be found on nutrition labels or frequently referenced nutrition acronyms.
 - <http://www.fda.gov/Food/IngredientsPackagingLabeling/LabelingNutrition/ucm274593.htm>
- Consider creating a document that assesses employee feedback on specific food items your organization is contemplating switching to enhance the effectiveness of your nutrition policy.
- The Stop & Go Fast Food Nutrition Guide
 - http://hokiewellness.hr.vt.edu/Portals/0/FFG_Web.pdf
- Consider including information pertaining to food allergies (i.e. dairy, gluten, nuts, flaxseed, seafood, shellfish, etc.) and dietary restrictions (vegan, vegetarian, dairy-free, gluten-free, etc.). You may consider having all food served in a build-your-own-plate fashion to decrease the likelihood of cross-contamination.

RESOURCES:

- Washington State Executive Order 13-06, Improving the Health & Productivity of State Employees: <http://www.governor.wa.gov/office/execorders/documents/13-06.pdf>
- University of Minnesota Guidelines for Offering Healthy Foods at Meetings, Seminars and Catered Events: http://www.ahc.umn.edu/ahc_content/Colleges/SPH/sph_news/Nutrition.pdf
- Healthy Food Procurement Policy for New York State: <http://www.nyam.org/dash-ny/pdfs/HealthyFoodProcurementPolicy.pdf>
- Eat Smart, Move More North Carolina, Healthy Foods Policy: <http://www.eatsmartmovemorenc.com/PhysicalActivityAndHealthyEatingPolicy/Texts/Sample%20Healthy%20Foods%20Policy.pdf>

For more resources or specific questions, please contact:

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